

22 **TUESDAY**
JULY, 1997

JULY 1997							AUGUST 1997						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31											

162 Days Left

APPOINTMENTS & SCHEDULED EVENTS

TO BE DONE TODAY (ACTION LIST)

- 1 Ramp up plan
- 2 OFAS application
- 3 Invention
- 4 EDI write up
- 5 Dental Appt
- 6 Minnesota visit
- 7 EFT/EDI write up
- 8 Brown, Albany tour
- 9 Free flyer tickets
- 10 JTB bid
- 11 DC LOCKBOX
- 12 List to Phil Brauning
- 13 Travel Minnesota
- 14 Paychex Contract
- 15 NCSEA tickets
- 16 MassMatters write up
- 17 Fold in Lockheed Fed Sys
- 18 SDU Group

TIME	NAME - PLACE - SUBJECT
7:00	Miss
8:00	
9:00	
10:00	
11:00	
12:00	
1:00	Conf Call Paychex
2:00	
3:00	Call Lyn Delaney
4:00	
5:00	
6:00	
7:00	
8:00	
9:00	
10:00	

PHONE CALLS

- X Koupal
- Dick Proter
- Ed Ray (Kraft)
- X Kousing (BT)
- X Lyn Delaney
- X Channing News
- Karen Carson
- X Kenneth
- X Tom Donato (Paychex)

EXPENSE & REIMBURSEMENT RECORD

- BankBoston
- X MassMatters

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